Medical Department Special Pays for Command Coordinators

FEBRUARY 2015

Purpose

- Provide you as Command Coordinators with the tools and basic knowledge to assist you in managing your command program.
- Provide you with the knowledge on where to find information on special pays.
- Provide you current policies and procedures in processing, approval and payment of special pays.
- Provide you guidance and answer questions on special pay issues.
- Inform you of the future changes of special pays.

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References

- TITLE 10 and TITLE 37, CHAPTER 5 U.S.C. Sections 301-303 and NDAA08 335
- DODI 6000.13
- ASD(HA) Annual Medical, Dental, Medical Service, and Nurse Corps Special Pay Plan
- OPNAVINST 7220.17
- NAVADMINs updating special pays
- Other DOD and Navy Instructions regarding officer policies
  - MilPersMan
  - Separations Manual

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ADMIN INFO

- **Contacting BUMED** - Command Special Pay Coordinators/Admin Personnel should be the only persons calling the BUMED Special Pays office. All command personnel should be contacting you, and going through you, to communicate with BUMED.
- **UIC Reports** - BUMED Special Pays can provide a command UIC report which has the start and stop date for Special Pays for personnel assigned to your command.
  - The personnel identified to be assigned to your command may not be completely accurate, so you will need to cross check it with your command personnel roster.
  - The provided UIC report is an excel spreadsheet, and should be updated by you as officers report, depart, and submit their special pays through you.
  - Below are the fields contained in the UIC report:

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ADMIN INFO

- PPD – Professional Pay Date. This is the officers pay date for medical special pays.
- ASB – Additional Special Pay Begin Date. The effective start date of ASP. Also, used for General Dentist and Health Professions Officer Incentive Pay.
- ASE – Additional Special Pay End Date.
- ISB – Incentive Special Pay Begin Date. The effective start date of ISP.
- ISE – Incentive Special Pay End Date.
- MSB – Multi-year Special Pay Begin Date. The effective start date of a multi-year bonus MSP, DOMRB, RB, POSP, ORB.
- MSE – Multi-year Special Pay End Date.
- MSS – Specialty for which the Multi-year Special Pay is being paid for.
- ELD – Estimated Loss Date. The date the member is anticipated to be eligible to separate/retire.

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- ELC – Estimated Loss Code. Code can be found on the following slide.
- OSD – Obligated Service Date. This is the date the officer is obligated to for Initial service obligation, Training, Special Pays, Health Professions Loan Repayment Program (HPLRP). This date does not indicate obligation for promotion, or PCS Time on Station requirement.
- OSC – Obligated Service Code. This code identities what the OSD is for.
  - I – Initial obligation (obligation for minimum service requirement not for education or training)
  - E – Special Pays obligation for multi-year special pay listed under MSB/MSE.
  - S – Subsidized obligation for pre-commissioning education or training i.e. ROTC, HPSP, HSCP, USUHS, FAP, NAADS, NCP etc., or for the Health Professional Loan Repayment Program (HPLRP).
  - B – Accession Bonus
  - T – Training Obligation for medical training completed while on active duty.

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- **Retroactive Requests** – Per OPNAVINST 7220.17 any request dated more than 30 days after the requested effective date must be submitted as a retroactive request, which the command endorsement must provide a “clearly justifiable” explanation on why the member was unable to submit the request on time. The justification is not explaining why the member DID NOT submit the request on time, but why the member COULD NOT submit the request on time. Just because an officer did not submit it on time is not justification.
  - **Unacceptable Reasons** - Member did not know; Member Forgot; Administrative Oversight (Admin Oversight is acceptable provided there is a detailed explanation on the oversight by the command, and not the member); Member Deployed (Deployment is acceptable provided there is a detailed explanation on how the member could not submit during the deployment to included dates and location(s) of deployment. Just because a member was on deployment is not sufficient in itself); Working long hours; Operational Tempo etc. The justification must clearly explain why the member could not submit on time vice why the member did not submit on time. So, any general explanation is not sufficient. The justification must be detailed to include who created the delay, what was the delay, where did the delay occur, when was the timeframe of the delay and why the

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Types of Special Pays

- There are two categories of Special Pays, Legacy Special Pays and Consolidated Special Pays.
  - Legacy Special Pays are governed under Title 37, Chapter 5, Sections 301-303.
  - Current/Legacy Special Pays are currently paid in two categories.
    - Entitlement – Specific rate to be paid is established in statute.
    - Discretionary – Cap amount is in statute and service (DOD) states rate not to exceed cap.
- Consolidated Special Pays are governed under Title 37, Chapter 5, Section 335. Only current specialties eligible for the Consolidated Special Pays are Physician Assistant, Clinical Psychology, Social Workers (BCP Only), and General Dentists.
- Future/Consolidated Special Pays will all be discretionary.

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Types of Special Pays (cont'd)

- Discretionary Pays (Service has discretion on whether to offer)
- The only option a Service has with discretionary pays is to either offer or don't offer, but the Service cannot offer a different amount. For example, with a multi-year bonus the Service can choose to not offer a certain number of years, but if the Service offers those number of years it has to pay the rate DOD establishes. So, if the Navy offers a four year MSP to Medical Corps Family Medicine Officer, then the Navy has to pay the DOD rate; however, Navy could decide not to offer a new four year MSP to Medical Corps Family Medicine Officers.
- The following slides will explain the specifics of each pay, by Corps, and the eligibility criteria for each.

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Medical Corps Special Pays (Entitlements)

- Variable Special Pay (VSP) $5K -$12K depending on years creditable service-
  - All MC officers on AD eligible.
  - No application required.
  - To start Member needs to send Oath of office to PERS-8 to be accessed, and once PERS-8 has accessed the member they will contact BUMED Special Pays and we will establish their Health Professional Pay Entry Date (HPPED), which will automatically start the VSP.

- Board Certification Pay (BCP) $2.5K-$6K depending on years creditable service -
  - Must be Board certified by DOD recognized board.
  - Submit request w/command endorsement and a copy of either the actual certificate, a copy of letter from the board signed by a member of the board, or a Primary Source Verification (PSV) signed by the command credentialing officer, to BUMED Special Pays for approval and start of BCP.

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Medical Corps Special Pays (Entitlements)

- Additional Special Pay (ASP) $15K –
  - Must be Licensed physician not in internship or initial residency
  - Officer submits request with command endorsement to BUMED Special Pays for approval and payment no earlier than 60 days prior to and no later than 30 days after the requested effective date. If the FY NAVADMIN has not been released 60 days prior to the effective date, the officer has to wait until the FY NAVADMIN is in fact released.
  - There is no partial or reduced ASP authorized except for retirement. An officer who requests the ASP agrees to remain on active duty for the entire one year period from the effective date, regardless of when payment is made. To align with retirement the officer submits a terminate and renegotiate ASP along with a copy of the retirement orders, regardless if voluntary or involuntary.
  - An officer can only terminate and renegotiate to align with retirement once in a career. So, if the officer requests retired retained he/she cannot align ASP if it is a different date.

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Medical Corps Special Pays (Discretionary)

- Incentive Special Pay (ISP) $20K-$60K depending on specialty –
  - Must be Licensed, privileged and practicing specialty which the ISP is being paid.
  - Not Eligible until Oct 1 after completion of residency, or 90 days after completion of residency if completed out of cycle.
  - ISP is not aligned with retirement, so officer has to fulfill entire one year to be eligible for the ISP.
  - When officer enters a Multi-year Special Pay, ISP date will be aligned with the MSP date.
  - Commanding Officer is responsible for verifying the officer meets all the eligibility criteria, especially that the officer is privileged and practicing. Full privileges are not required; however, the officer's privileges should be at a level with the intent to ultimately receive full privileges.
  - Officer submits request, with command endorsement (verifying officer meets all requirements of eligibility), to BUMED Special Pays for approval and payment.

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Medical Corps Special Pays (Discretionary)

- Multiyear Special Pay (MSP) $12K-$60K depending on specialty and number of years MSP is for –
  - Same requirements as ISP. Also,
  - If under training obligation, must have 8 years creditable service. Only if the officer is under and obligation for military sponsored education, training, or Health Professional Loan Repayment Program (HPLRP) on the date the MSP is to be effective.
  - Consecutive to existing training obligations. If taken prior to starting a training program residency or fellowship, the MSP obligation is concurrent. Officer must be privileged and practicing the specialty for which the MSP is being paid.
  - Must have completed initial residency prior to Oct 1 of FY entering agreement
  - Officer submits request, with command endorsement (verifying member meets all eligibility criteria, to BUMED Special Pays.

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Dental Corps Special Pays (Entitlements)

- Variable Special Pay (VSP) $3K-$12K depending on years creditable service –
  - All DC officers on AD eligible (except those General Dentists who reported to active duty after Aug 2011)
  - No application required.
  - To start Member needs to send Oath of office to PERS-8 to be accessed, and once PERS-8 has accessed the member they will contact BUMED Special Pays and we will establish their Health Professional Pay Entry Date (HPPED), which will automatically start the VSP.

- Board Certification Pay (BCP) $2.5K-$6K –
  - Must be Board certified by DOD recognized board.
  - Submit request w/command endorsement and a copy of either the actual certificate, a copy of letter from the board signed by a member of the board, or a Primary Source Verification (PSV) signed by the command credentialing officer, to BUMED Special Pays for approval and start of BCP.

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Dental Corps Special Pays (Entitlements)

- Additional Special Pay (ASP) $10K, $12K or $15K depending on years creditable service-
  - All DC officers (except General Dentists new to the Navy or receiving the Incentive Pay) on active duty.
  - Officer submits request with command endorsement to BUMED Special Pays for approval and payment no earlier than 60 days prior to and no later than 30 days after the requested effective date. To align with retirement the officer submits a terminate and renegotiate ASP along with a copy of the retirement orders, regardless if voluntary or involuntary.
  - There is no partial or reduced ASP obligation except for retirement. An officer who requests the ASP agrees to remain on active duty for the entire one year period from the effective date, regardless of when payment is made.
  - An officer can only terminate and renegotiate to align with retirement once in a career. So, if the officer requests retired retained he/she cannot align ASP if it is a different date.

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Dental Corps Special Pays (Discretionary)

- Incentive Special Pay (ISP) $30K w/o DOMRB-$50 w/DOMRB based on specialty
  - Licensed, privileged and practicing Oral/Maxillofacial Surgeons only eligible Oct 1 after completion of residency, or 90 days after completion of residency if completed out of cycle.
  - ISP is not aligned with retirement, so officer has to fulfill entire one year to be eligible for the ISP.
  - When officer enters a Multi-year Special Pay, ISP date will be aligned with the MSP date.
  - Commanding Officer is responsible for verifying the officer meets all the eligibility criteria, especially that the officer is privileged and practicing. Full privileges are not required; however, the officer's privileges should be at a level with the intent to ultimately receive full privileges.
  - Officer submits request, with command endorsement (verifying officer meets all requirements of eligibility), to BUMED Special Pays for approval and payment.

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Dental Corps Special Pays (Discretionary)

- Dental Officer Multiyear Retention Bonus (DOMRB) $18K-$50K depending on specialty and years DOMRB is for - Same requirements as ISP. Also,
  - Same requirements as ISP. Also,
  - If under training obligation, must have 8 years creditable service. Only if the officer is under and obligation for military sponsored education, training, or Health Professional Loan Repayment Program (HPLRP) on the date the MSP is to be effective.
  - Consecutive to existing training obligations. If taken prior to starting a training program residency or fellowship, the DOMRB obligation is concurrent. Officer must be privileged and practicing the specialty for which the DOMRB is being paid.
  - Must have completed initial residency prior to Oct 1 of FY entering agreement
  - Officer submits request, with command endorsement (verifying member meets all eligibility criteria, to BUMED Special Pays.

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Dental Corps Special Pays (Discretionary)

- General Dentist Incentive Pay (IP) $20K annually paid monthly
  - Licensed, privileged and practicing General Dentistry
  - At least 90 days after completion of Dental School. (The first day the officer is licensed, privileged and practicing, and is at least 90 days from completion of dental school the officer is eligible)
  - Commanding Officer is responsible for verifying the officer meets all the eligibility criteria, especially that the officer is privileged and practicing. Full privileges are not required; however, the officer's privileges should be at a level with the intent to ultimately receive full privileges.
  - Officer submits request annually, agreeing to remain on active duty for one year, with command endorsement (verifying officer meets all requirements of eligibility), to BUMED Special Pays for approval and payment.

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Dental Corps Special Pays (Discretionary)

- General Dentist Retention Bonus (RB) $13K-$25K depending on number of years RB is for - Same requirements as ISP. Also,
  - Same requirements as ISP. Also,
  - Not eligible while under initial active duty service obligation for education and/or training, or accession bonus. Once obligation is complete officer is eligible. An officer is eligible while under initial service obligation if it is only for Minimum Service Requirement (MSR) as a commissioned officer.
  - Consecutive to existing training obligations, to include HPLRP. If taken prior to starting a training program residency, the RB obligation is concurrent. Officer must be privileged and practicing while in the training program.
  - Officer submits request, with command endorsement (verifying member meets all eligibility criteria, to BUMED Special Pays. Incentive Pay date will be aligned to Retention Bonus date.

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Nurse Corps Special Pays

- Non-Physician Healthcare Provider Board Certified Pay (BCP) $2K-$5K
  - Eligible Specialties are CRNA, Nurse Practioners, and Midwives. Must have as **PRIMARY** subspecialty code to be eligible.
  - Must be Board certified by DOD recognized board.
  - Submit request w/command endorsement and a copy of either the actual certificate, a copy of letter from the board signed by a member of the board, or a Primary Source Verification (PSV) signed by the command credentialing officer, to BUMED Special Pays for approval and start of BCP.

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Nurse Corps Special Pays

- Certified Registered Nurse Anesthetist Incentive Special Pay (CRNA ISP) $6K-$50K depending on number of years, and with or without training obligation
  - 1 yr with training obligation for initial CRNA training $6K
  - 1-4 yr without obligation $20, $25K, $35K, $50K
  - Must be licensed
  - Officer submits request, with command endorsement (verifying member meets all eligibility criteria, to BUMED Special Pays.

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Nurse Corps Special Pays

- Registered Nurse Incentive Special Pay (RN-ISP) (Must be working full time in the specialty) $5K-$20K per year based on # of years of agreement
  - Eligible primary specialties PeriOp (1950), Crit Care (1960), Family NP (1976), Pediatric NP (1974), Mental Health NP (1973), Mental Health (1930), and Midwives (1981)
  - Have no obligation.
  - Completed specialty nursing course approved by Navy Surgeon General, or a graduate program in the specialty which the ISP is being paid. Post Master's certificate in the specialty qualifies as being a graduate program.
    - Primary subspecialty code suffix "Q," or primary subspecialty code suffix of "K" and tertiary of "V."
  - Officer submits request, with command endorsement (verifying member meets all eligibility criteria, to BUMED Special Pays.

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Medical Service Corps Special Pays

- Optometrist Special Pay $100 per month
  - All Optometrists on active duty eligible
  - No submission requirements. Just notify BUMED Special Pays at BUMED.Specialpays@med.navy.mil the officer is on active duty and the Optometry Special Pay will be started.
- Optometry Retention Bonus (ORB) $6K per year for 2 year agreement
  - Not eligible with training obligation
  - Officer submits request, with command endorsement (verifying member meets all eligibility criteria, to BUMED Special Pays.
- Pharmacy Officer Special Pay (POSP) $15K for 2 year agreement (Regardless of training obligation)
  - Officer submits request, with command endorsement (verifying member meets all eligibility criteria, to BUMED Special Pays.

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Medical Service Corps Special Pays

- Non-Physician Healthcare Provider Board Certified Pay (BCP) $2K-$5K
  - Eligible Specialties are:
    - Physical Therapists
    - Occupational Therapists
    - Dietitians
    - Optometrists
    - Audiologists
    - Podiatrists
    - Radiation Health
    - Pharmacists
  - Must be Board certified by DOD recognized board.
  - Must have Master's degree or PhD in their respective field
  - Submit request w/command endorsement and a copy of either the actual certificate, a copy of letter from the board signed by a member of the board, or a Primary Source Verification (PSV) signed by the command credentialing officer, to BUMED Special Pays for approval and start of BCP.

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Medical Service Corps Special Pays

- Health Professions Officer Incentive Pay (HPO-IP) $5K annual rate paid monthly
  - Current eligible specialties: Physician Assistant, Clinical Psychology
  - Must be licensed. For Physician Assistant certification by the NCCPA meets licensing requirement.
  - Not Eligible until Oct 1 after completion of specialty training, or 90 days after completion of specialty training if completed out of cycle.
  - Privileged and practicing the specialty.
  - Officer submits request annually, agreeing to remain on active duty for one year, with command endorsement (verifying officer meets all requirements of eligibility), to BUMED Special Pays for approval and payment.
  - Currently will show on LES as “Saved Pay”

  Note: If the officer submits for the Retention Bonus the IP will be aligned with the RB effective date, and officer will not be required to submit the annual IP while under the RB agreement.

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Medical Service Corps Special Pays

- Health Professions Officer Retention Bonus (HPO-RB)
  $10K-$20K for 2, 3, or 4 year agreement
  - Must meet eligibility for IP
  - If member has training must have 8 years creditable service.
  - Not eligible if under obligation for Accession Bonus
  - If eligible with training obligation, RB obligation is consecutive (added to) training obligation (includes HPLRP)
  - Can terminate/renegotiate at anytime provided new agreement is as long or longer obligation than current agreement
  - Obligation cannot exceed statutory service limits
  - Officer submits request, with command endorsement (verifying member meets all eligibility criteria, to BUMED Special Pays. Incentive Pay date will be aligned to Retention Bonus date.
  - Currently will show on LES as “NUC BONUS”

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Consolidated Special Pays (cont'd)

- Health Professions Officer Board Certification Pay (HPO-BCP) $6K annually paid monthly
  - Must meet same eligibility criteria as Non-physician BCP (Master's Degree or higher, and certified by Navy recognized board)
  - Officer submits an initial agreement to remain on active duty for a minimum period of one year

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Special Pays General Rules

- All requests must be dated and submitted to BUMED M1 for approval no later than 30 days after effective date.
- Special pays are bonuses requiring member to sign active duty agreement, the member is responsible for timely submission of request. Failure to do so could affect eligibility date of payment,
- Commands must endorse either favorably, or unfavorably, and forward for determination to Chief, BUMED. Commanding Officers cannot approve/disapprove, nor hold requests.
- One year agreements cannot be terminated/renegotiated except for those authorized in OPNAVINST 7220.17 for retirements, or higher rate.
- Command must verify eligibility to include licensed, privileged, and practicing where required.
- Questions should be directed to command admin or command coordinator first before contacting BUMED Special Pays.
- All inquiries and submissions to BUMED should be sent via email to BUMED.SpecialPays@med.navy.mil

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Reserve Officers

- Reserve Officers recalled or mobilized may be eligible for special pays the same as active duty counterparts provided recall or mobilization is for more than 30 days and not for training
  - Not eligible for Medical, Dental, or MSC Multiyear special pays, RN-ISP, CRNA multi-year ISP, POSP, ORB, or new RB
- Reserve Officers on ADSW may be eligible, but ADSW cannot be for training only and must be for more than 30 days
- Reserve special pays for mobilized reserves is paid on monthly basis vice lump sum
- SelRes Consolidated Special Pays coming soon within next few years similar to Active Duty. BCP, IP, and RB. BCP and IP will be paid 1/30th rate, and RB will be annual.

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CONCLUSION

- Email is an important form of communication with the BUMED office, since it provides a written reference for both you and BUMED on the actual communication.
- If you have any questions, issues, email bumed.specialpays@med.navy.mil. Someone will email you back within 24 hours.
- If you have any documents or packages to submit email them to the same email address. If you would like notification of receipt of the email use the "Receipt when received" and "Receipt when read" options of OUTLOOK. You will receive automatic notification of both via OUTLOOK. No verification of receipt emails will be sent by the BUMED Special Pays office.

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